Grant Agreement Process

January 11, 2008

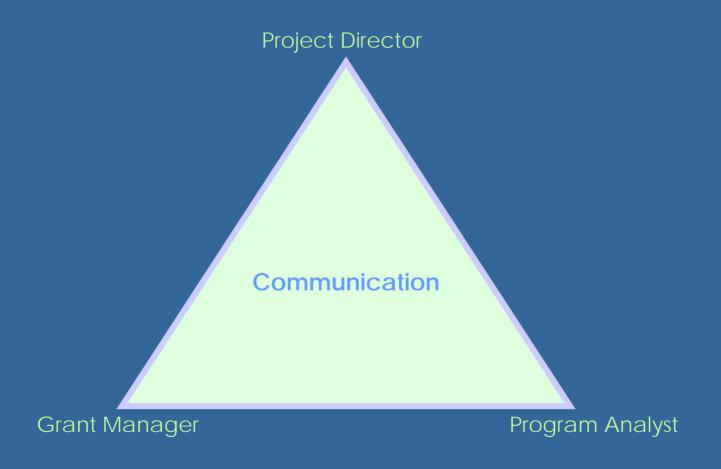
Division of Financial Assistance
Funding Fair

Overview

 Roles of Project Director, Grant Manager, and Program Analyst

Pre-execution and Post-execution processes

Roles



Role of the Project Director

- Who is the Project Director?
- Requirements and expectations of the Project Director

Role of the Grant Manager

- Who is the Grant Manager?
- Requirements and expectations of the Grant Manager

Role of the Program Analyst

- Who is the Program Analyst?
- Requirements and expectations of the Program Analyst

Overview of Roles

- Who is responsible for what?
 - Project Director
 - Grant Manager
 - Program Analyst

A grant was awarded, now what?

- Developing the grant agreement
 - Sample Scope of Work
 - http://www.waterboards.ca.gov/funding/cg_sow.html
- How long does the whole process take?
- Overview of grant process

Agreement Process: Pre-Execution

- Negotiation process
- Required documentation/forms
- Scope of work

Agreement Process: Post-Execution

- What makes a good and <u>auditable</u> file?
- Invoicing and Progress Reports
- Amendments

Closing of file

Resources

- State Water Board
 <u>www.waterboards.ca.gov</u>
- Division of Financial Assistance
 http://www.waterboards.ca.gov/funding/grantinfo.html
 - Project Director Resources Guide
 - http://www.waterboards.ca.gov/funding/docs/grantinfo/pd_res ource_guide.pdf

Questions?